

IT HR CLASSIFICATION AND SELECTION PROJECT

Technical
Environment
Profile
Tool

The Project – Classification Phase

The NEW IT Classifications:

- IT Specialist Series
- IT Technician Series
- IT Supervisor / Manager Series

Technical Environment Profile

- **Flexible survey tool**
- **Repository of information**
 - Budget of IT Organization
 - Number of employees in IT Organization
 - Type of technologies in use
 - Customer base supported and using IT services
 - Internal, other governmental agencies, public, and private business customers
 - IT Security practices
 - Passwords, data encryption, anti-virus and intrusion detection, etc.

Flexibility

Flexible by design to easily capture changes in technology trends.

Technical Environment Profile

- **Repository of information (cont.)**
 - **IT Governance practices**
 - PMO, Portfolio Management, IT Governance Board
 - **Volume of information managed**
 - Number of documents / data files produced, received, stored
 - **IT Services availability**
 - Access to information, email, 24/7 operations
 - **Number of reportable projects**

Technical Environment Profile

Describes the context for IT position allocations.

Benefits

- **New classification allocation tool**
- **Facilitates communication and understanding between IT and HR communities**
- **Layperson descriptions for use in allocating IT positions**

Communication Bridges

Consistent layperson terminology ensures better communication and understanding between IT and HR.

Benefits

- **Provides statewide perspective of technical environments**
- **Enhances the new DPA Web-enabled Position Description System using layperson descriptions**
- **Ensures consistency of information collected**

Communication Bridges

Identifies similarities and differences in technical environments statewide.

Next Steps. . .

- **Determine where the tool will reside**
- **Validate survey with team departments**
- **Pilot survey with selected agencies and departments**
 - **Volunteers welcome!**

Review responses / feedback

Make necessary adjustments, if needed.